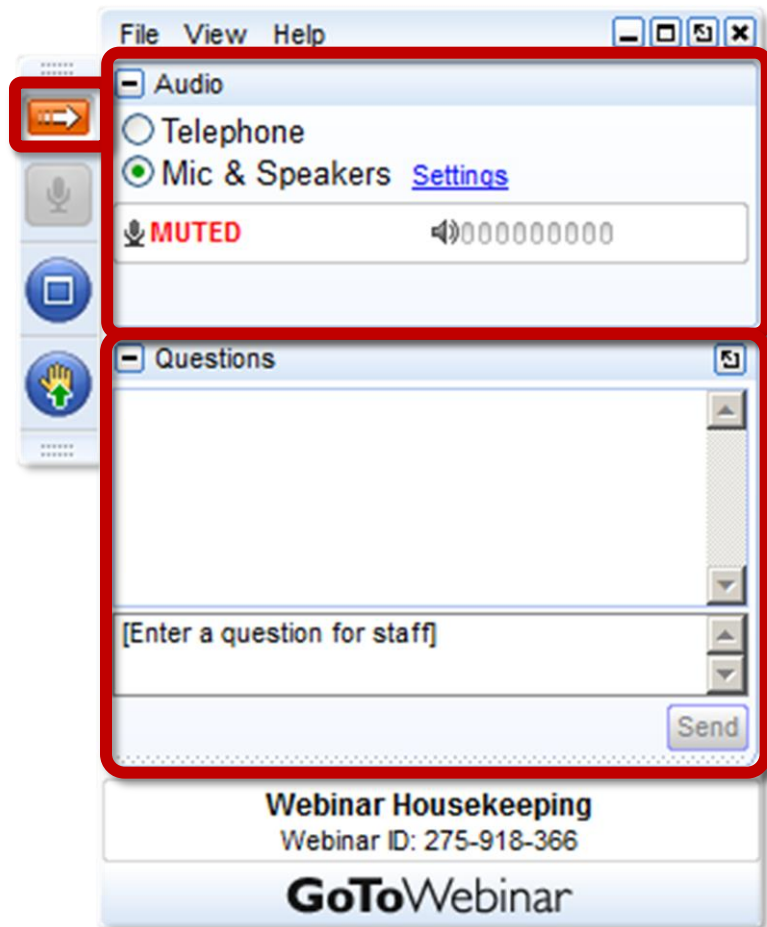# THE NEW GME AND YOU!
System Overview

Welcome!

- *The New GME and You!*

- *For More Information Contact:*
  - *Todd Mason, todd.mason@azed.gov; (602) 364-1989*
  - ***Future Training Opportunities***: *Jon Chase, jon.chase@azed.gov; (602) 542-7467*
  - *Or grants@azed.gov*
  - *Visit: http://www.azed.gov/grants-management/ for recording of this Webinar and other materials*

What the Attendee Sees

Using the GoTo Panel

Your Participation

Open and hide your control panel

Join audio:
- Choose "Mic & Speakers" to use VoIP
- Choose "Telephone" and dial using the information provided

Submit questions and comments via the Questions panel

Note: Today's presentation is being recorded and will be provided within 48 hours.

Questions
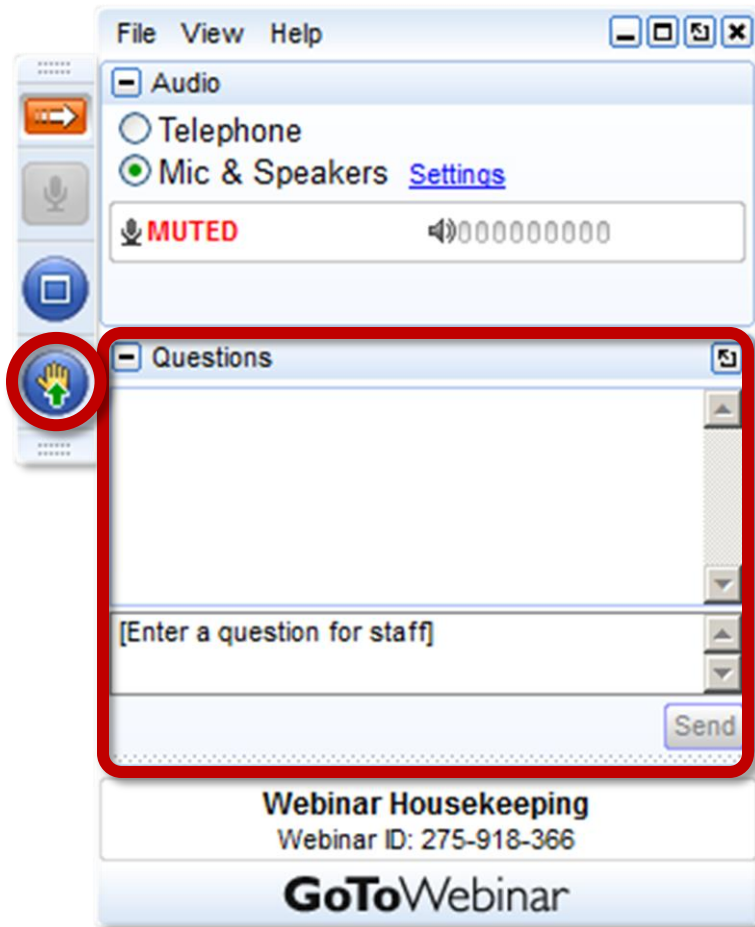
Your Participation

- Please continue to submit your text questions and comments using the Questions Panel

- Please raise your hand to be unmuted for verbal questions.

For more information, please [insert contact information]

Note: Today's presentation is being recorded and will be provided within 48 hours.

Overview of Webinar

- Introduction to the New System

- New Single Sign-On *(Identity Management System)*

- Managing Users Within GME

- The Funding Application *(ESEA Consolidated Example)*

  - Allocation

  - Contacts

  - Budget

  - Program Details

  - Approving and Submitting the Application

  - Amendments

  - Communication and Documentation To/From ADE

Overview Continued

- Payment Request and Completion Report

- Transition from Current GME

- Reference and Training Materials

- Future Training Opportunities

Accessing the System

- Click Sign-In to access GME functions

- Enter Email Address and Password

Accessing the System

- After signing in, LEA users will see their associated organizations

- Be sure to save your work before your session expires!

Navigation Menu

- Left menu allows for quick navigation between GME components
- Hover over menu items with arrows to view sub menu

Administering Users

User Access Administrators Only:

- Hover on Administer, then User Access from the left hand menu.

Administer Existing User

Search for existing user by Last Name, Email, Role, and/or Organization

Administer Roles

- Lists all roles assigned to this user and the organizations those assignments apply to

- Can add new or delete existing roles for this user

- User may have roles at SEA level or LEA level but not both

Administer Roles

Return to User Access

Create Role

Roles			
Email Address	**Organization**	**Role**	**Delete**
jane.smith@azed.gov	Academy Del Sol Inc. (108734000)	LEA ESEA Consolidated Update	🗑

LEA Roles

Role	Description
LEA Data View	Allows an LEA user to view unapproved items for their LEA.
User Access Administrator	Allows an LEA user to administer other users in their LEA.
LEA ESEA Consolidated Update	Allows an LEA user to edit their Consolidated Funding Application.
LEA Business Manager	Allows an LEA user to take actions associated with the LEA Treasurer.
LEA Authorized Representative	Allows an LEA user to take actions associated with the LEA Superintendent.

Removing Specific Roles
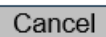
Click the Administer Roles icon for the desired user

Email Address	First Name	Last Name	Reset Password	Administer Roles	Delete All Roles
jane.smith@azed.gov	Jane	Smith	Reset Password	📁	🗑
john.smith@azed.gov	John	Smith	Reset Password	📁	🗑

Click the Delete icon for the Role you wish to remove from that user

Roles			
Email Address	Organization	Role	Delete
john.smith@azed.gov	Academy Del Sol Inc. (108734000)	LEA ESEA Consolidated Update	🗑

Confirm Deletion

Delete Role	
Email Address:	john.smith@azed.gov
Organization:	Academy Del Sol Inc. (108734000)
Role:	LEA ESEA Consolidated Update

Delete   Cancel

Removing All Roles

1. Click the Delete All Roles icon for the desired user

Email Address	First Name	Last Name	Reset Password	Administer Roles	Delete All Roles
jane.smith@azed.gov	Jane	Smith	Reset Password	🗐	🗑
john.smith@azed.gov	John	Smith	Reset Password	🗐	🗑

2. Confirm Deletion

Delete All Roles

The following Roles will be deleted for Smith, John (john.smith@azed.gov)

Roles		
Organization Name	**Organization LEA ID - School Number**	**Role**
Academy Del Sol Inc.	108734000	LEA ESEA Consolidated Update

[Delete All] [Cancel]

- Only available to SEA Administrators

- User's account remains in the system but has no specific authorizations

  - User now functions as a "public" user

Funding Applications Main Page

- Launching point to all of a district's funding apps
- View filters
  - Fiscal Year
  - Application status filter

Funding Applications

Phoenix Union High School District (070510000) - FY 2014

2014 ▼

| All Active Applications |
| All Approved Applications |
| Last Approved Applications |

Entitlement Funding Application	Revision	Status	Status Date
ESEA Consolidated	0	Draft Started	6/5/2013

Competitive Funding Application	Revision	Status	Status Date

There are no matching Competitive applications for this fiscal year.

Funding App Main Page

- Entitlement versus Competitive

- Revision

- Status

- Status Date

| 2014 ▾ | All Active Applications ▾ |

Entitlement Funding Application	Revision	Status	Status Date
ESEA Consolidated	0	Draft Started	6/5/2013

Competitive Funding Application	Revision	Status	Status Date

There are no matching Competitive applications for this fiscal year.

Sections

- Overview of a selected funding app revision

- Launching point to pages within funding app

Sections

Phoenix Union High School District (070510000) - FY 2014 - ESEA Consolidated - Rev 0

Application Status: **Draft Started**

Change Status To: Draft Completed

View ADE History Log
View Change Log

Description (View Sections Only View All Pages)	Validation	
All	Messages	
☐ **History Log**		
History Log		
Create Comment		

Sections - Status

- Displays current status and next possible status(es)

- Only displays next status for current application

- Link always active; if user lacks permission, the status change confirmation screen will indicate that

- Status applies to all grants in the funding application

Sections

Phoenix Union High School District (070510000) - FY 2014 - ESEA Consolidated - Rev 0

Application Status: **Draft Started**

Change Status To: Draft Completed

Sections

- **Section –** a grouping of related pages in a funding application

- Contains one to many pages

- Each grant in funding app will have its own section

- May be grant-specific or general to overall application

- Sections for unallocated grants will not display

Description (View Sections Only View All Pages)

All

History Log
- History Log
- Create Comment

Allocations
- Allocations

Private Schools
- Administration
- Related Documents

Title I LEA
- Budget
- Budget Overview
- Program Details
- School Eligibility
- Set Asides
- PPA List
- Private School Service
- Related Documents

Allocations Page

- Displays allocation for each grant in funding app
- Broken out by Allocation Type
- Hover mouse over abbreviated grant name to see full name

Allocations

Phoenix Union High School District (070510000) - FY 2014 - ESEA Consolidated - Rev 0 - Allocations

Save And Go To ►

	(1) Title I LEA CFDA: 84.010A	(2) Title I-D Del LEA CFDA: 84.013A	(3) Title II-A CFDA: 84.367A	(4) RLIS CFDA: 84.365A	Total
Original	1,000.00	1,000.00	1,000.00	1,000.00	4,000.00
Incoming Carryover	0.00	0.00	0.00	0.00	0.00
Outgoing Carryover	0.00	0.00	0.00	0.00	0.00
Reallocated	0.00	0.00	0.00	0.00	0.00
Additional	0.00	0.00	0.00	0.00	0.00
Released	0.00	0.00	0.00	0.00	0.00
Consortium	0.00	0.00	0.00	0.00	0.00
Forfeited	0.00	0.00	0.00	0.00	0.00
FFR Released	0.00	0.00	0.00	0.00	0.00
Total	1,000.00	1,000.00	1,000.00	1,000.00	4,000.00

Funding App Page Navigation

- **Go To** / **Save and Go To** menu allows navigation between any pages in funding application

Save and Go To...continued

- Using Save and Go To refreshes session timeout
- Save and Go To Current Page: Saves changes to the page and keeps user on that page
- Save and Go To Next Page: Saves changes to the page and moves user to next page in that section
- Save and Go To Previous Page: Saves changes to the page and moves user to previous page in that section
  - If no previous or next page exist, user is returned to Sections page
- Clicking on an item with list of sub-items is same as clicking on that item's first sub-item

Budget Page

- Displays budget total for each Object code for this grant

- Entry point to budgeting for each Object code

	Object Code	Total
Modify	6100 - Salaries	$550.00
Modify	6200 - Employee Benefits	$200.00
Modify	6300 - Purchased Professional Services	$100.00
Modify	6400 - Services	$80.00
Modify	6500 - Other Purchased Services	$0.00
Modify	6600 - Supplies	$70.00
Modify	6700 - Property (Capital Outlay)	$0.00
Modify	6800 - Other Expenses	$0.00
Modify	6910 - Indirect Cost Recovery	$0.00
Modify	0190 - Capital Outlay	$0.00
	Total	$1,000.00
	Adjusted Allocation	$1,000.00
	Remaining	$0.00

Budget Narrative Detail

- Line item entry of budget data and narrative by Object code and Function Code
- Offers districts flexibility in the level of detail that they provide
- Subsequent years allow initial population of this data by copying forward last year's budget

Add Item

	Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental,or Unit Cost	Line Item Total
Remove	6400 - Services	2200,2600,2700 - Support Services (Instruction,Operation,Transportation) ▾		1	$80.00	$80.00

Narrative Description

Grant-related expenditures

Words: 2   Characters: 25

Total for 6400 - Services	$80.00
Total for all other Object Codes	$920.00
Total for all Object Codes	$1,000.00
Adjusted Allocation	$1,000.00
Remaining	$0.00

Program Details Page

- Additional information about LEA's use of grant funding beyond what is captured in budget
- Entered directly into GME by LEA users

Title I Certified FTE Descriptions

	Certified Admins	Certified FTE Admins	Certified Support
Teachers			
Coaches / Consulting Teachers			
Instructional Paraprofessionals			
Non-Instructional Paraprofessionals			
Instructional Facilitators			
Parent Involvement			

Page Locking

- Pages are locked down when application is in approval process
  - Application must be returned unapproved if changes are desired to an application that is in approval process
  - Revision must be started to modify an application that is approved
- GME prevents multiple users from editing the same page simultaneously
  - User will see message indicating the user that is locking the page
  - Lock is released after that user leaves the page or his session times out

Program Details

--- 2013 - Consolidated - Rev 0 - Title I-A

Page is being edited by 'Marcus Hartzler'.

Go To ▶

FTEs Paid with Title I-A Funds

	* Certified Teachers
	* All Other

Related Documents

- ADE may request that LEAs attach additional documentation to the funding application
- Documents may be required or optional
- Can attach document or insert hyperlink
- Clicked links will open in new browser window

Related Documents

~~~~~~~~ ~~~~~~~ ~~~~~~ ~~~~ - 2013 - Consolidated - Rev 0 - Assurances

Go To ▶

	Required Documents	
Action	**Type**	**Document/Link**
Upload Delete	Assurances Packet	📄 Signed Assurances Packet

	Optional Documents	
Action	**Type**	**Document/Link**
Upload Delete	Use of Title I-C Migrant Funds in Title I-A Schoolwide Schools	🌐 Title I-C Program Implementation Overview

Adding a Related Document

- Browse for file to upload, or enter a URL
  - Make sure URL is for a **publicly accessible** web page
- Optionally enter a Document Name
  - If left blank, name of require document is used
  - Displays on Related Documents page, under "Document/Link" column

Related Documents

[blurred text] - 2013 - Consolidated - Rev 0 - Assurances

Please select a file to upload, or insert a hyperlink to a publicly accessible document residing elsewhere.

Upload Data File:		Browse_
URL:	[blurred].../grants/I-C/overview.aspx	
Document Name:	Title I-C Program Implementation Overview	
	Create Cancel	

Document/Link

🟢 Title I-C Program Implementation Overview

Validation

- Business rule checks put in place to ensure quality of data being submitted by LEA
- System automatically runs validation as application is completed
- Presence of validation issues indicated on the **Sections** page, under the **Validation** column
  - Messages do not appear on the page as user fills out data
  - System does not prevent *saving* of "invalid" data; prevents *submission* of invalid data
  - Validation checks can span pages
  - "Invalid" data can become valid based on subsequent input

Validation...continued

- Two types of validation messages
  - Errors: Prevent submission of application
  - Warnings: Point out potential issues but allow submission

- Filtering Messages
  - All: Show every message
  - Section: Show all messages for pages in that section
  - Page: Show all messages for that page

Description (View Sections Only View All Pages)	Validation	Print
All	Messages	Print
⊞ History Log		Print
⊞ Allocations		Print
⊞ Private Schools		Print
⊟ Title I LEA	Messages	Print
Budget	Messages	Print
Budget Overview		Print
Program Details		Print
School Eligibility	Messages	Print
Set Asides		Print
PPA List		Print
Private School Service		Print
Related Documents		Print

Validation...continued

- Each message is a clickable link

- Clicking link will take user to the screen on which the issue occurred

Validation Messages

▓▓▓▓▓▓ ▓▓▓▓▓▓ ▓▓▓▓▓▓▓ ▓▓▓▓ - 2013 - Consolidated - Rev 0

Title I-A

Budget	
The Title I-A budget of $704,500.00 is less than the Adjusted Allocation amount of $2,040,000.00.	Warning
Building Eligibility	
Number of Low Income Students for ▓▓▓▓▓▓▓▓▓ has not been entered.	Warning
▓▓▓▓▓▓▓▓▓ is not eligible for service.	Error
Plan Relationships	
An LEA Plan Goal, Strategy, and Fiscal Resource must be defined.	Warning

Title I-C

Budget	
The Title I-C budget of $0.00 is less than the Adjusted Allocation amount of $40,000.00.	Warning

Workflow

- Prerequisite checks
  - Does user have permission?
  - Does time frame allow for this status change?
  - Is application valid? (may not run depending on status)

| Application Status: | Draft Started |
| Change Status To: | Draft Completed |

Status Change Confirmation

By submitting this automated application, the local education agency representatives assure that the application has been authorized by the board of education of the local education agency, and the undersigned representatives have been duly authorized by formal action of the board to file this application for, and on behalf of, the local education agency, and otherwise to act as the authorized representatives of the local education agency in connection with this application. By submitting this automated application, the local education agency is acknowledging that it understands and agrees to abide by the applicable assurances attached to this application.

You are about to change the status to Draft Completed. Click Confirm to change the status.

[Confirm] [Cancel]

Status Change Outcomes

- Entry added to History Log documenting the change

- Next person in submission workflow notified by email that application now requires their attention

- Application may be locked down or unlocked

- Grants may receive **Substantial Approval**

- Application may become publicly accessible

- Application revision may be created

Payment Requests Entry Page

- Choose FY and Funding Application

- Available Budget: Lesser of Approved Budget and Pending Allocation

- Total Available Amount: Factors in Funding % of Allocation Sources

- Net Available Amount = Total Available – Received Amount

Reimbursement Requests

[blurred] - 2013

2013 ▼ | Special Education ▼

Grant	Available Budget	Total Available Amount	Received Amount	Net Available Amount
Title VI-B	$770,000.00	$595,000.00	$0.00	$595,000.00
Section 619	$660,000.00	$510,000.00	$0.00	$510,000.00
Discretionary	$0.00	$0.00	$0.00	$0.00

Payment Requests List

- Displays general project information

- List of Requests for this grant

- List of Adjustments for this grant

- Project Hold Administration

Project Information	
Project Number	
C.F.D.A. Number	84.173
Initial Substantially Approved Date	3/6/2013
Project End Date	6/30/2013
Allocation	$770,000.00
Available Budget	$770,000.00
Project Status	Normal [Hold]

Reimbursement Requests				
Amount	Request Period	Status	Status Date	Voucher #
$77,500.00	March 6, 2013	Draft Started	March 6, 2013	Not Yet Created

Create New Adjustment

Adjustments			
Amount	Type	Creator	Date

There are no matching Adjustments for this grant.

Create Payment Request

Create New Reimbursement Request

Reimbursement Requests			
Amount	Request Period	Status	Statu...

Create Reimbursement Request

You are about to change the status of this Reimbursement Request to Draft Started. Click Confirm to change the status.

Confirm Cancel

- Requests cannot be created until funding application is approved

- One active request per LEA/Grant/FY combination

- General Framework consistent with Funding Application
  - Sections
  - History Log and Communication
  - Validation
  - Workflow

Reimbursement Request Sections

Request Status: Draft Started

Change Status To: Draft Completed
                        or
                        Delete Reimbursement Request

Description	Validation	Print
History Log		Print
Create Comment		
Expenditure Details		Print
Request	Messages	Print
Related Documents		Print
Assurances		Print
All	Messages	Print

Expenditure Details Page

- Report YTD Expenditures by Object and Function Codes

- Only displays rows and columns that contain approved budget amounts

- System validates expenditures against approved budget

- Hover on cell to see approved budget amount

- Disabled cells where no approved budget exists

- Automatically populates expenditures from previous request; just update cells that have changed

Purpose Code / Account Code	Title VI-B	CEIS	Total
Certificated Salaries 310	10,000.00	10,000.00	20,000.00
Non-Certificated Salaries 320	12,500.0		16,500.00
Employee Benefits 360	20,000.0		20,000.00
Transportation Allowance 390	17,000.00		17,000.00
Professional & Technical 410		15,000.00	15,000.00
Staff Travel 420		4,500.00	4,500.00
Total	59,500.00	33,500.00	93,000.00

Budgeted Amount: 95,000.00
Funds Requested: 10,000.00
Amount Remaining: 85,000.00

Request Page – Fiscal Summary

- System knows and automatically populates most fields:

  - Allocation

  - Available Budget

  - Cash Received

  - Cash Basis Expendi... (populates from previous page)

  - Cash Balance on Hand

  - Cash Available

Fiscal Summary		
Allocation		$770,000.00
Available Budget		$770,000.00
Fiscal Information As Of	03/06/2013	
Cash Received		$0.00
Total Cash Basis Expenditures		$93,000.00
Cash Balance On Hand		($93,000.00)
Cash Available		$770,000.00

Request Page - Amount

- Request Amount automatically set to the deficit amount

- System allows LEAs to request an advance

  - Gives validation Warning that Advance payments not generally allowable

Fund Request		
Advance Amount		$10,000.00
Advance Period	March ▼	
Cash Balance on Hand	-	($93,000.00)
Total Amount Requested		$103,000.00

Related Documents

- ADE can configure Reimbursement Request to require or allow LEAs to upload backup documentation detailing their expenditures

  - Validation Error when Required Document is not uploaded

  - Validation Warning when Optional Document is not uploaded

Required Documents	
Type	**Document/Link**
Reimbursement Request Backup [Upload between 1 and 3 document(s)]	Upload New [Update] | [Delete] Reimbursement Request Backup

Validation

Expenditure Details

Message	Type
The requested amount of $17,000.00 for the Title VI-B Purpose in the Transportation Allowance Object exceeds $16,500.00, which is 110% of the budgeted amount of $15,000.00	Error

Description	Validation
History Log	
Create Comment	
Expenditure Details	Messages
Request	
Related Documents	
Assurances	
All	Messages

Purpose Code / Account Code	Title VI-B	CEIS	Total
Certificated Salaries 310	10,000.00	10,000.00	20,000.00
Non-Certificated Salaries 320	12,500.00	4,000.00	16,500.00
Employee Benefits 360	20,000.00		20,000.00
Transportation Allowance 390	17,000.00		17,000.00
Professional & Technical 410			15,000.00
Staff Travel 420			4,500.00
Total	59,500.00	33,500.00	93,000.00

Approved Budget: 15,000.00
Funds Requested: 17,000.00
Amount Remaining: -2,000.00

Completion Report

- End of Fiscal Year

- All application revisions complete

- No intent to further revise

- No pending Reimbursement Requests

- LEA change status to "Completion Report Draft Started"

Sections

_____ - Rev 0

Application Status: SEA ESEA Consolidated Director Approved

Change Status To: Revision Started

    or

    FER Draft Started

CR Draft Started

- LEA is now in the Completion Report workflow
    - No more budget or application revisions allowed
    - May not create any new Reimbursement Requests

- Each grant section now contains a Completion Report page

- New Completion Report Adjustments section

Sections

Application Status:	FER Draft Started
Change Status To:	FER Cancelled or FER Draft Completed

View EED History Log
View Change Log

Description (View Sections Only View All Pages)	Validation
All	
History Log	
History Log	
Create Comment	
Allocations	
Allocations	
Title VI-B	
Final Expenditure Report	
Budget	
Budget Overview	
Assurances	
FER Adjustments	
FER Adjustments	
All	

Reporting Expenditures

- Report YTD Expenditures by Object and Function Code

- Only displays Object and Function Codes that contain approved budget

- Can only enter expenditures for cells with approved budget

- Hover on cell to see approved budget amount

- Complete for each grant

Final Expenditure Report

- 2013 - Special Education - Rev 1 - Title VI-B

Purpose Code / Account Code	Title VI-B	CEIS	Total
Certificated Salaries 310	700,000.00	475,000.00	1,175,000.00
Employee Benefits 360	482,000.00	300,000.00	782,000.00
Staff Travel 420		85,000.00	85,000.00
Equipment 510	500,000.00		500,000.00
Total	1,682,000.00	860,000.00	2,542,000.00

Approved Budget: 500,000.00

Completion Report Adjustments

- Summarizes Allocation, Expenditures, Cash Received, and Remaining Amounts

- LEA fills in amount to carry over and/or acknowledges intent to not carry over remaining funds

FER Adjustments

[blurred] - 2013 - Special Education - Rev 1 - FER Adjustments

Save And Go To ▶

Grant	Adjusted Allocation	Reported Expenditures	Cash Received	Pending Transaction Amount	Amount Remaining	Amount to Carry Over	Acknowledge Carryover Less Than Amount Remaining	Carryover Source
VI-B	$2,640,000.00	$2,542,000.00	$2,400,000.00	$142,000.00	$98,000.00	98,000.00	☐	Details
619	$2,640,000.00	$0.00	$0.00	$0.00	$2,640,000.00	2,640,000.00	☐	Details
DSE	$2,400,000.00	$0.00	$0.00	$0.00	$2,400,000.00	2,400,000.00	☐	Details

Completion Report Approval

- Decreases this year's allocations by carryover amount

- Increases next year's allocations by carryover amount

  - May create revision if application is public

- Moves excess Cash on Hand from this year's application to next year

  - Prevents system from "re-paying" carryover funds

- Generates Payment to LEA for any outstanding deficits in each grant

Thank You

- *"We're going to make it!"*

- *For More Information Contact:*

    - *Todd Mason, todd.mason@azed.gov; (602) 364-1989*

    - ***Future Training Opportunities****: Jon Chase, jon.chase@azed.gov; (602) 542-7467*

    - *Or grants@azed.gov*

    - *Visit: http://www.azed.gov/grants-management/ for recording of this Webinar and other materials*